

Role & Responsibilities of the Health & Safety Officer

Role:	Health and Safety Officer
Responsible to:	Club committee through the chairperson
Role purpose:	To advise the club on the requirements, policies and procedures for all aspects of health and safety
Commitment:	1 – 2 hours per week plus relevant committee meetings

Main Tasks:

- Assist the club to put in place policies and implementation plans for health and safety issues
- Act as the first point of contact for club staff, volunteers, young people and parents, for any issue concerning health and safety
- Ensure all accidents are correctly reported in accordance with the BC guidelines
- Ensure that safe systems of work are employed by maintaining up-to-date risk assessments
- Ensure confidentiality is maintained and information is only shared on a 'need to know' basis
- Keep up to date with the latest training requirements from British canoeing

Skills required?

- Organised and knowledgeable about Health & Safety
- Able to do basic administration and maintain records
- Good analytical skills with the ability to solve problems logically
- Able to ensure policy and procedures are implemented effectively
- Able to carry out risk assessments